Creating an eGrants Account

Each individual who needs to access eGrants to support a Corporation for National & Community Service grant or project must have their your own individual eGrants account.

Before Getting Started: You will need your organization's Employer Identification Number (EIN) to create an eGrants account.

1. Go to the eGrants website: https://egrants.cns.gov/espan/main/login.jsp
2. Click on **"Don't have an eGrants account? Create an account."**

3. Click on **"Create a Grantee account."**
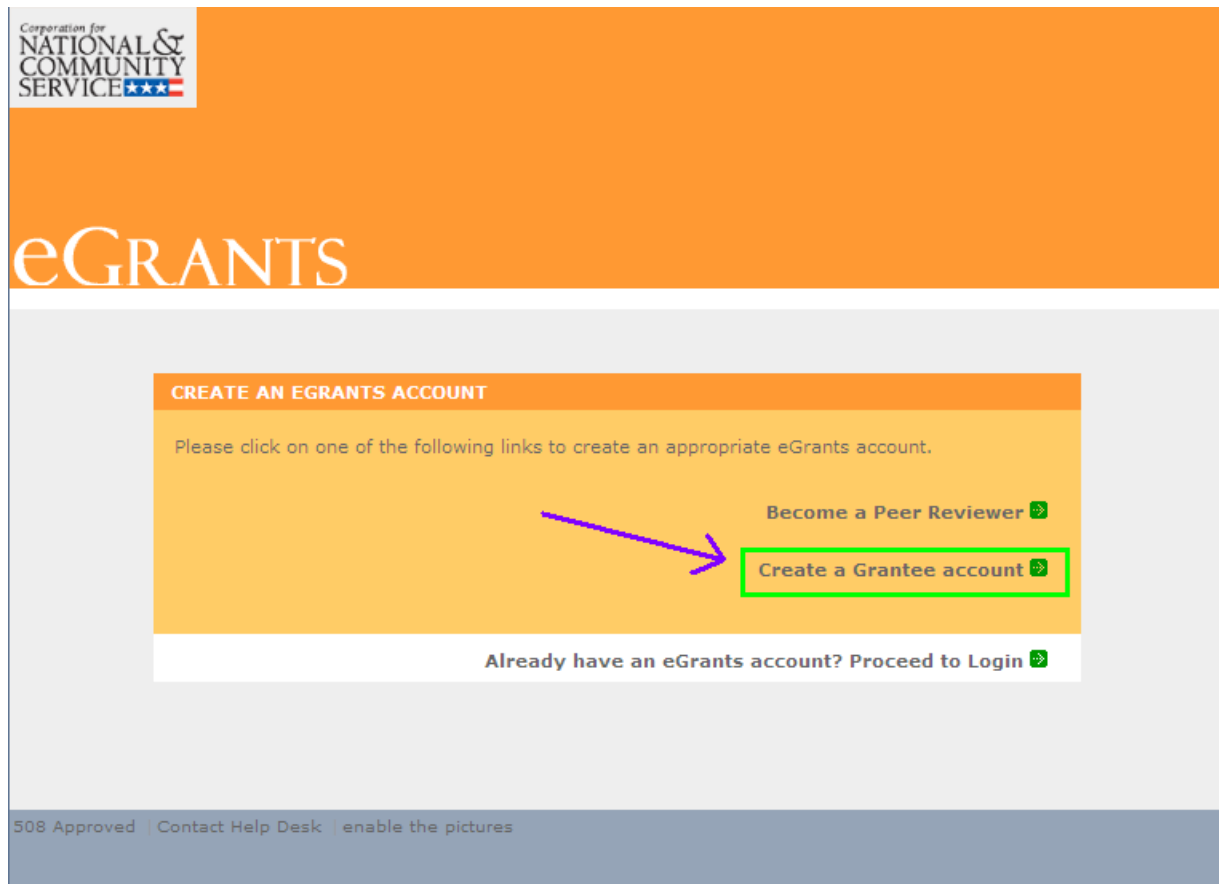
4. Click on **"This is my first time. I want to create a new account with eGrants…"**
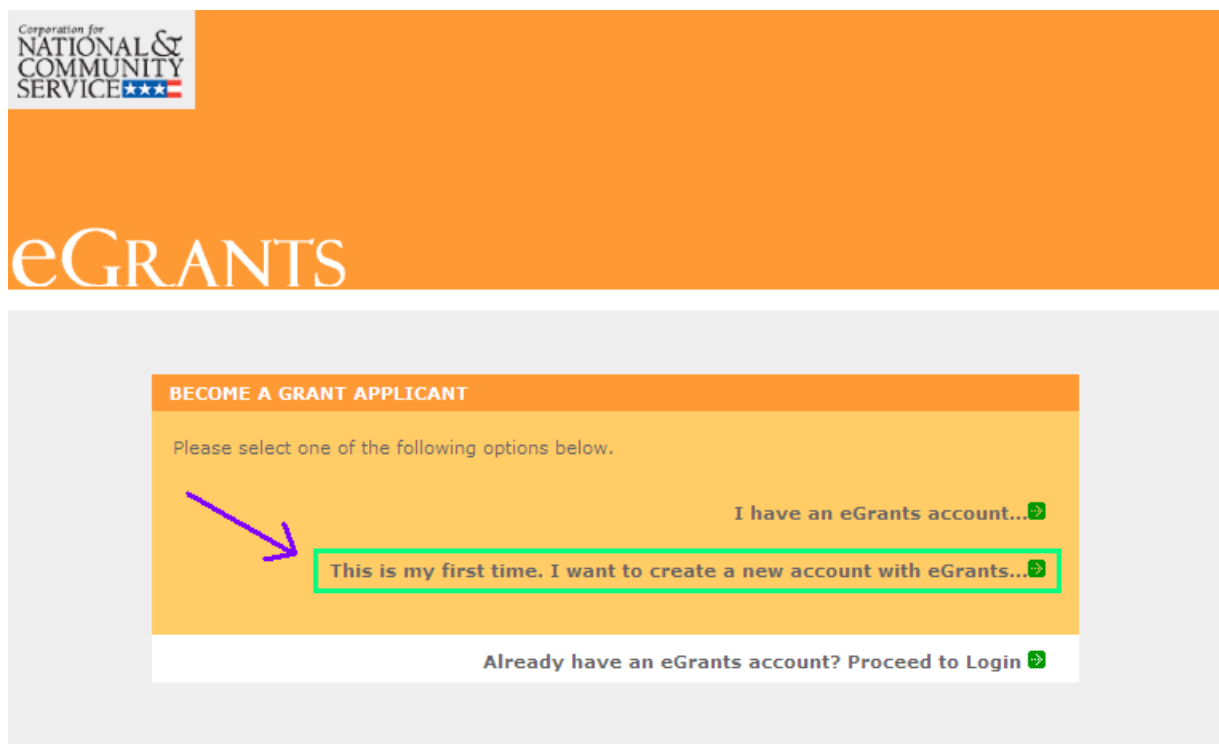
5. Enter your name as it appears on your government-issued identification. Fill in the remaining required fields and click **"next."** Continue filling in information on the additional pages until the account is created.

6. Once complete, your Grantee Administrator will be able to log into his/her eGrants account to grant you the necessary user roles.
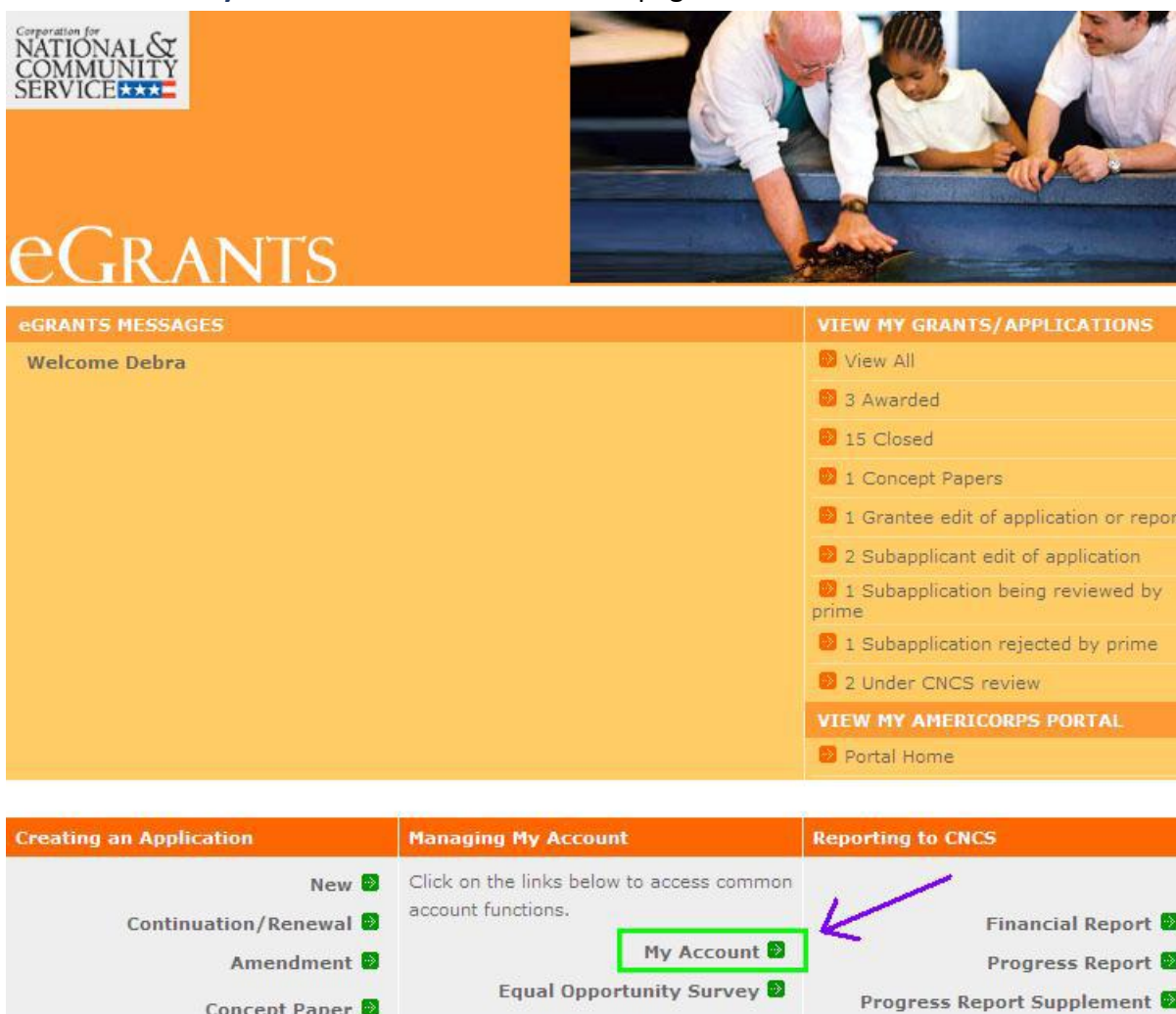
Obtaining Roles in eGrants

Only your organization's eGrants Grantee Administrator can approve new eGrants accounts and assign eGrants roles to new users. Grantee Administrators should receive a notification e-mail when eGrants access is requested for their organization.

1. Contact your eGrants Grantee Administrator to ensure that they are aware of your pending account request.

2. Your eGrants Grantee Administrator needs to:
- Log into his/her eGrants account.
- Click on **"My Account"** at the bottom of the page.

- Click on **"Edit User Role/Permissions"** in the upper right-hand quadrant.

- Locate the name of the individual requesting a new account, and the associated user role/permissions to the right of the name.

- Scroll through the user role/permission list and, while holding down the "CTRL" button, highlight the appropriate user role(s). Note, some users should have restricted access to eGrants. Ex: VISTA leaders may only be given the "Grantee Recruiter" role.
- Click **"Submit."**

3. Once your eGrants Grantee Administrator has granted your roles, you should then log back into your eGrants account to ensure successful access to the system.